



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

JUL 27 2006

IMAH-HRD-C

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #21,
Appointments of Retired Members of the Armed Forces Within 180 Days After
Retirement

1. REFERENCES.

a. 5 USC 3326, Appointments of Retired Members of the Armed Forces to Positions in the Department of Defense.

b. DoDD 1402.1, Employment of Retired Members of the Armed Forces, 21 January 1982.

c. AR 690-300, Employment, Chapter 300, Subchapter 12, 12 August 1994.

d. AR 215-3, Nonappropriated Funds Personnel Policy, Chapter 2, 29 August 2003.

e. Memorandum, Office of the Assistant Secretary of the Army (M&RA), September 14, 2000, subject: Delegation of Authority to Approve Appointments of Retired Members of the Armed Forces Within 180 Days After Retirement.

f. Federal Register, Volume 66, Number 181, Presidential Proclamation, Declaration of National Emergency by Reason of Certain Terrorists Attacks, September 18, 2001.

g. Memorandum, Assistant Secretary of Defense (FMP), Civilian Personnel Policy, September 24, 2001, subject: Appointment of Retired Members of the Armed Forces to Positions in the Department of Defense.

h. Memorandum, Assistant Secretary of the Army (Manpower and Reserve Affairs), September 27, 2001, subject: Appointment of Retired Members of the Armed Forces to Positions in the Department of the Army.

i. Memorandum, Deputy Chief of Staff, G-1, April 7, 2005, Subject: Employment of Retired Members of the Armed Forces.

IMAH-HRD-C

SUBJECT: US Army Installation Management Agency Policy Memorandum #21,
Appointments of Retired Members of the Armed Forces Within 180 Days After
Retirement

2. PURPOSE. To supplement Department of Defense and Department of Army policy and to provide IMA processing procedures for the appointment of retired members of the Armed Forces to IMA positions during the 180 days immediately following their retirement from the Armed Forces.

3. APPLICABILITY. These procedures are applicable to US employees and all appropriated fund civilian positions in IMA. The nonappropriated fund procedures are described in reference 1d. These procedures are applicable except during periods of a declared National Emergency as specified by reference 1a. This memorandum supersedes IMA policy memorandum #21, July 30, 2004.

4. POLICY.

a. References 1f through 1h announce a Declaration on National Emergency during which the requirements for advance approval cited in references 1b through 1e are suspended. During the duration of the National Emergency follow the guidance provided in reference 1i. When the National Emergency is cancelled, this IMA policy memorandum and delegation are reinstated.

b. The basic goal in filling any position in IMA is to appoint the best qualified candidate, consistent with merit principles. The 180-day requirement is essential to avoid the practice or appearance of preferential treatment. It also helps protect selecting officials and retired members from unwarranted allegations that they obtained their positions through influence based upon prior military service.

c. In accordance with reference 1e, authority to approve appointments of retired military members of the armed forces within 180-days of retirement is delegated to the level above the appointing authority for wage systems positions, GS positions at grades GS-7 and below, and GS positions at grades GS-8 to GS-15, for which payment of travel expenses to first duty station has been authorized. Within IMA, the appointing authority is the Garrison Commander at the Garrison, the Region Director at the Region, and the Director, IMA at HQIMA.

d. For all positions in grades GS-8 through GS-15 for which no payment of travel expenses to the first duty station was authorized, the Administrative Assistant to the Secretary of the Army retains approval authority. The ASA(M&RA) retains approval authority for all SES positions.

e. The Garrison Commander has approval for nonappropriated fund positions. Requirements for these positions are provided in reference 1d.

IMAH-HRD-C

SUBJECT: US Army Installation Management Agency Policy Memorandum #21,
Appointments of Retired Members of the Armed Forces Within 180 Days After
Retirement

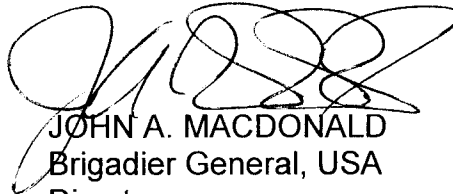
5. PROCEDURES.

a. Requesting officials will provide the information required by references 1b and 1c, and will submit requests for 180-day waiver, through the chain of command, for approval by the appropriate authority. Cases requiring approval above the Region level will be sent through the Region Director to the Director, IMA, (IMAH-HRD-C), 2511 Jefferson Davis Highway, Arlington, VA 22202-3926. Within five work-days, the Director, IMA will approve or seek approval of meritorious cases from the Administrative Assistant to the Secretary of the Army.

b. Region Directors will approve or review and forward meritorious cases to the Director, IMA, within five work-days.

c. Reports will be compiled by IMAH-HRD-C using the HQDA Business Objects Applications System. HQIMA may request reports on other aspects of program administration.

6. PROPONENT. The Human Resources Division is the proponent for this IMA policy. POC is the Chief, Staffing Section at commercial (703) 602-3320, DSN 332-3320.



JOHN A. MACDONALD
Brigadier General, USA
Director